

1047 – COMMUNITY RESOURCE COORDINATOR

NATURE OF WORK

Serves as coordinator of services to Miami Beach. Plans, directs and coordinates those services to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Provides maximum efficiency and effectiveness.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Determine time frame, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. 6
Establishes work plan and staffing for each project and assignment of project personnel.
Confers with staff to outline work plan and to assign duties, responsibilities, and scope of authority.
Directs and coordinates activities of personnel to ensure project progresses on schedule and within prescribed budget.
Reviews status reports prepared by personnel and modifies schedules or plans as required. Prepares reports for management, client, or others.
Confers with personnel to provide technical advice and to resolve problems.
Coordinates activities with government agencies.
Conducts field inspections to review effectiveness and efficiency.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to establish and maintain effective working relationship with other employees, supervisors departmental officials, officials of other agencies, and the general public.
Thorough knowledge of the principals of general management, public and business administration, and their application to governmental administration. 11
Thorough knowledge of the principles of public personnel administration and of City personnel policies and procedures.
Considerable knowledge of supervisory principles and practices.
Considerable knowledge of research techniques and the sources of availability of current information in the area of assignment.
Considerable knowledge of the principles and practices of modern office administration.
Knowledge of public relations principles and practices.
Ability to supervise subordinate employees in a manner conducive to full performance and high morale.
Ability to exercise judgement and discretion in devising, installing and/or interpreting City rules, regulations, policies or procedures.
Ability to carry out complex verbal or written instructions.
Ability to express ideas and information clearly and concisely, both verbally and in writing.
Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures and apply these to a variety of problems.

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MINIMUM REQUIREMENTS

Three (3) years experience working with community based organizations, including implementation of a wide variety of projects. Responsible and varied administrative/managerial experience in community and development.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant standing, walking, and moving required. Some climbing, carrying, bending, kneeling. Some crawling, reaching, and handling, sitting, standing, pushing and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with little direct supervision and with latitude for use of independent judgement in the selection of work methods and procedures. Work is subject to review for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

May supervise and be accountable for the work of subordinate administrative or clerical employees.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver=s license and an acceptable driving record.

07/01